



Club Coach Toolbox

Goals

- Go over what a Club Coach does
- Learning the tools that Toastmasters have available
 - International
 - District
- Reviewing the tools as a team
- Understanding the Coach/Club dynamic
- Discussion Time

Coach Do's and Don'ts

Do

- Provide Resources to the Club
 - Club Success Plan
 - Moments of Truth
- Give Advice on how the Club Can Improve
- Submit Reports and Give Feedback to the Club and the District
- Assist in helping Clubs learn to use tools available to them

Don't

- Tell Clubs they “Have To Do X”
- Take Roles Away From Members
- Become Members while coaching
- Run Programs to help the club (i.e. Open House, Speechcraft, etc.)

Club Coach Preliminary Report (930PL)

- 4 Page Report filled out and submitted within 30 days of appointment
- Current Club Information
 - Membership Roster
 - Officer Roster
 - Distinguished Club Goals Achieved
- Previous Club Information
 - Last 3 Years Distinguished Goals Achieved
- Coach's Distinguished Goals for the Club
- Coach's Action Plan

Some Tools Available For The Club

- Master Your Meetings manual
- Moments of Truth
- Club Success Plan
- Speeches from the Series Sets
 - Successful Club Series Set
 - Better Speaker Series Set
 - Leadership Excellence Series Set
- Open House
- Speechcraft

Master Your Meetings Manual (1312)

- Great starting point of going over the basics
- Meeting
 - Sample Agendas
- Moments of Truth
- Club Officer Roles
- Quality Club Meetings
 - What needs to happen
 - Recognition
- Club Programs
 - Special Meetings, Theme meetings, etc.

Moments of Truth (290)

- Four Documents
 - Handout (290H)
 - Manual (290A)
 - Chart (290B)
 - Powerpoint Presentation

Moments of Truth (cont.)

- A tool to help members assess their club
- Goal is to find out how members see the club
- Important for members to be HONEST
 - Being critical is the key to success
- Have ALL members take the survey (290H)
- Have a member oversee compiling the data and presenting the results
 - If the club meets online, the coach can compile the data to preserve anonymity

Moments of Truth (cont.)

- Use the results to determine where to address improvement for the club
- Brainstorm ideas of ways to improve seen troublesome areas
- Assign member(s) to improvements
- Create SMART Goals
- Put goals in Club Success Plan

Club Success Plan (1111A)

- Filled out by the Executive Committee (Officers)
- Goal is for the club to figure out how they are going to:
 - Become Distinguished
 - Determine What level of Distinguished
 - Goals for the Club inside and outside the Distinguished Program
- Share with the entire Club
- Signed by the Executive Committee and members of the club
- Can now be filled out online

Club Coach Progress Report (930PR)

- 4 Page Report submitted every 60 days
- Coach's Goals for the Year
- Current Membership Status
- Current DCP Goal Progress
- Initiatives you as the Coach have taken in the last 60 days
- Challenges in the last 60 days
- How those challenges will be addressed
- Additional assistance from the District

Series Set

- Three Different Sets
 - Successful Club (289)
 - Better Speaker (269)
 - Leadership Excellence (310)
- Prepared PowerPoint presentations with accompany manual
- Used for a focus for growth in the club
- CAN be used for credit in Pathways (and should be if used)

Successful Club Series Set (289)

- 10 Different Modules
 - Moments of Truth (290)
 - Finding New Members (291)
 - Evaluate to Motivate (292)
 - Closing the Sale (293)
 - Creating the Best Club Climate (294)
 - Meeting Roles and Responsibilities (295)
 - Mentoring (296)
 - Keeping the Commitment (297)
 - Going Beyond Our Club (298)
 - Toastmasters Education Program (300)

Better Speaker Series Set (269)

- 10 Different Modules
 - Beginning Your Speech (270)
 - Concluding Your speech (271)
 - Controlling Your Fear (272)
 - Impromptu Speaking (273)
 - Selecting Your Topic (274)
 - Know Your Audience (275)
 - Organizing Your Speech (276)
 - Creating an Introduction (277)
 - Preparation and Practice (278)
 - Using body Language (279)

Leadership Excellence Series Set (310)

- 11 Different Modules
 - Visionary Leader (311)
 - Developing A Mission (312)
 - Values and Leadership (313)
 - Goal Setting and Planning (314)
 - Delegate To Empower (315)
 - Building a Team (316)
 - Giving Effective Feedback (317)
 - The Leader as Coach (318)
 - Motivating People (319)
 - Service and Leadership (320)
 - Resolving Conflict (321)

Open House

- Special Event
- Invite guests and promote
- Use to introduce Toastmasters to new people
 - Increase Membership
- Way to have a focused first impression
- Make sure to get contact info from everybody attending

Speechcraft

- 6-8 Week Course
- Intro to Toastmasters
 - Level 1 Path
- A way to get members into Toastmasters without saying it is Toastmasters
- Charge for the event, and if the attendee chooses to become a member, the money can go toward dues
 - Bonus all the speeches the person did can be used toward their Pathways progress as well

Discussion Time

- What questions do you have?
- What scenarios do you foresee?
- How do plan to approach you Coaching situation?